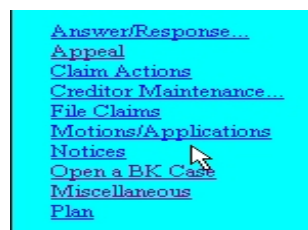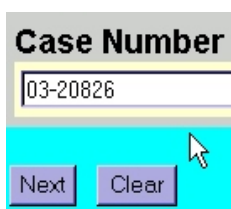**Lift Co-Debtor Stay**

STEP 1   Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.
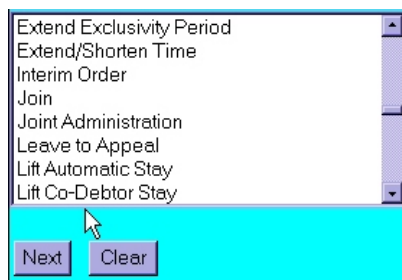

STEP 2   The **Case Number** entry screen displays.
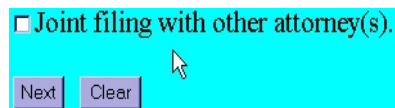

♦   **Case Number** - enter a case number in **YY-NNNNN** format.
♦   Click on the **Next** button.

STEP 3   The select the type of **motion/application** being filed screen displays.
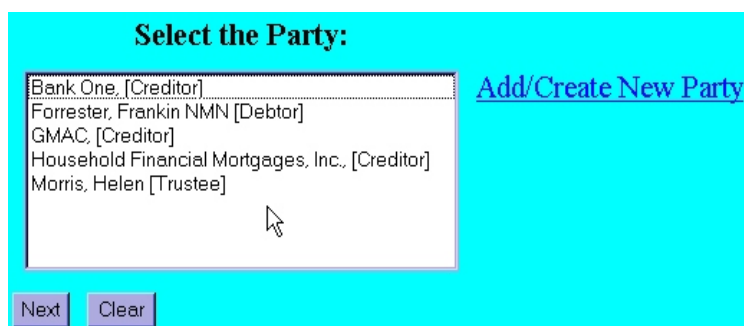

♦   Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed.
♦   Click on the **Next** button.

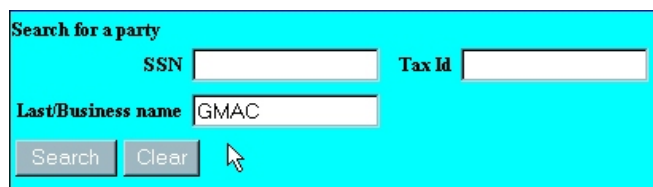**STEP 4**   The **Joint filing with other attorney(s)** prompt displays.

☐ Joint filing with other attorney(s).

[Next] [Clear]

♦   Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
♦   Click on the **Next** button.

STEP 5   The **Select the Party** screen displays.

Select the Party:

Bank One, [Creditor]
Forrester, Frankin NMN [Debtor]
GMAC, [Creditor]
Household Financial Mortgages, Inc., [Creditor]
Morris, Helen [Trustee]

Add/Create New Party

[Next] [Clear]

♦   If name of party appears, click on the name and click **Next** and proceed to Step 10.
♦   If name does not appear, click on **Add/Create New Party**, then click on **Next** and proceed to Step 6.

STEP 6   The **Search for a party** screen displays.

Search for a party
       SSN [   ]   Tax Id [   ]
Last/Business name [GMAC   ]
[Search] [Clear]

♦   **DO NOT SEARCH** using the SSN (Social Security Number) or the Tax Id numbers.
♦   **Last/Business name**: enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
♦   Click on **Search**.

STEP 7   The **Party search results** screen displays.

♦   If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen, then click on **Select name from list** and proceed with **Step 8**.

♦   If party's name is not found, click on **Create new party** and proceed to **Step 9**.

STEP 8   The **Party Information** screen displays.

♦   Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.

♦   **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).

♦   **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.

♦   Click **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

♦   Click on **Submit** to continue and proceed to **Step 10.**

STEP 9   If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

- ♦   Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the **[*Tab*]** key to advance to the **First name** field and enter first name.
- ♦   **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ♦   Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10   The **Select the Party:** screen with your party highlighted displays.

- ♦   Click on the **Next** button to continue.

STEP 11   If the **Party Association** screen displays, check the box to associate you as the attorney for the party selected/added.

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☑ GMAC, (pty:cr) represented by atygjb, (aty)

Next   Clear

♦   Click **Next** to continue.

STEP 12   The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename
O:\PDFfiles\Bankruptcy - Motion.pdf   Browse...
Attachments to Document: ○ No ◉ Yes

Next   Clear

♦   Type the path and file name in the blank box, or
♦   Click on the **Browse** button to navigate to the appropriate directory and file.
♦   To attach the **Proposed Order** and any other documents, (e.g. an exhibit, appendix);
            ‣   Click on the radio button next to '**Yes**.'
            ‣   Click on the **Next** button.

STEP 13   The **Select one or more attachments:** screen displays. All pleading exhibits must be attached at this time.

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename
O:\PDFfiles\Bankruptcy - Proposed Or   Browse...

2) Select a document type and/or enter a description.
Type   **Description**
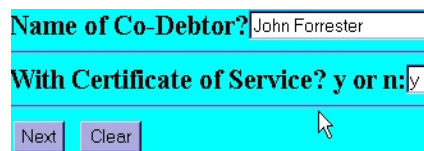Proposed Order ▾   Granting Motion to Lift Co-Debtor S
3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

        Add to List

        Remove from List
Next

♦   Use the **Browse** button to navigate to the location of all necessary files.
♦   **Type** - click on the down arrow to select the type of attachment, if listed.
♦   **Description** - type in any additional description if needed or if no **Type** is found.
♦   **Add to List** - click this button to add selected attachment to list.
♦   As documents are added to list, they will appear in the filename list box.
♦   Click on the **Next** button when finished.

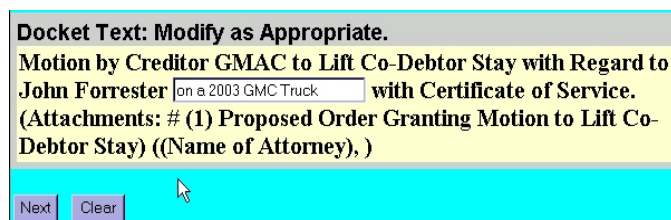**STEP 14**   The **Name of Co-Debtor and Certificate of Service** screen displays.

> **Name of Co-Debtor?** John Forrester
>
> **With Certificate of Service? y or n:** y
>
> Next   Clear

♦   Type in the name of the co-debtor.
♦   Indicate if a certificate of service is included with the motion by entering a
        lowercase "**y**" or "**n**" in the appropriate text box.
♦   Click on the **Next** button.

NOTE   **A reminder to add the co-debtor as a party to the case displays. This is for
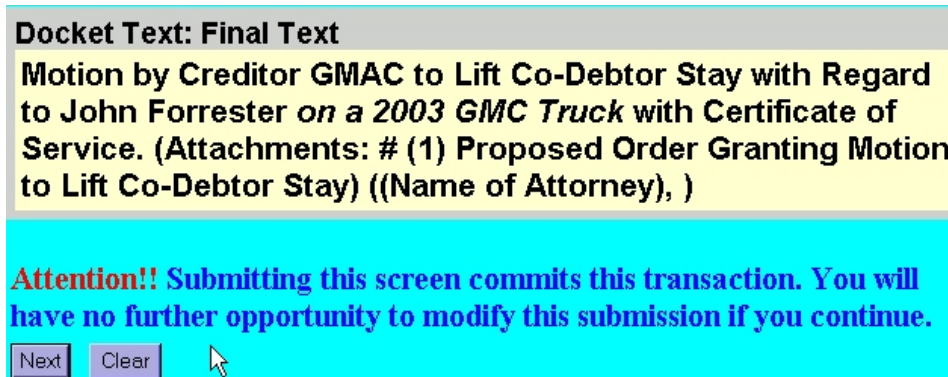   Court Users only.**

> **Reminder: Add Co-Debtor as Party to Case!**
> Next   Clear

♦   Click **Next** to continue.

STEP 15   The **Modify Text** screen displays.

> **Docket Text: Modify as Appropriate.**
> Motion by Creditor GMAC to Lift Co-Debtor Stay with Regard to
> John Forrester on a 2003 GMC Truck   with Certificate of Service.
> (Attachments: # (1) Proposed Order Granting Motion to Lift Co-
> Debtor Stay) ((Name of Attorney),)
>
> Next   Clear

♦   Add additional text if appropriate.
♦   Click on the **Next** button.

STEP 16   The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.
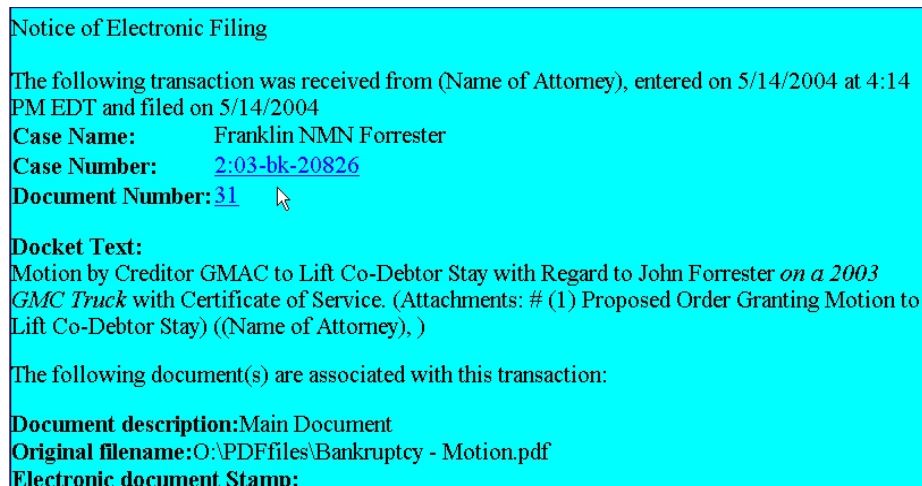
> **Docket Text: Final Text**
>
> **Motion by Creditor GMAC to Lift Co-Debtor Stay with Regard to John Forrester** *on a 2003 GMC Truck* **with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Lift Co-Debtor Stay) ((Name of Attorney),)**
>
> **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**
>
> [Next] [Clear]

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 17   The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

> Notice of Electronic Filing
>
> The following transaction was received from (Name of Attorney), entered on 5/14/2004 at 4:14 PM EDT and filed on 5/14/2004
> **Case Name:**   Franklin NMN Forrester
> **Case Number:**   2:03-bk-20826
> **Document Number:** 31
>
> **Docket Text:**
> Motion by Creditor GMAC to Lift Co-Debtor Stay with Regard to John Forrester *on a 2003 GMC Truck* with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Lift Co-Debtor Stay) ((Name of Attorney),)
>
> The following document(s) are associated with this transaction:
>
> **Document description:** Main Document
> **Original filename:** O:\PDFfiles\Bankruptcy - Motion.pdf
> **Electronic document Stamp:**